

VACANCY ANNOUNCEMENT: 13-16

OPEN TO: All Interested Candidates

POSITION: Legal Assistant
FSN-08; FP-06
FSN-07; FP-07 trainee level may be established
depending on qualifications and experience

OPENING DATE: April 22, 2013

CLOSING DATE: May 6, 2013

WORK HOURS: Full Time (40 hours per week)

SALARY: Actual salary and grade will be based on qualifications

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details visit: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified** individuals for the position of legal assistant in the Department of Justice.

BASIC FUNCTION OF POSITION:

The Legal Assistant will serve as an aide to the DOJ Resident Legal advisor (RLA). The Legal Assistant will serve the RLA in researching issues of law and procedure, and in planning and coordinating training programs, visits and conferences. Other responsibilities include establishing and maintaining contacts with host government officials, reviewing and interpreting draft legislation and generating legal reports. Additionally, the Legal Assistant will provide administrative support to the RLA, including scheduling meetings and travel, and maintaining files.

A complete position description is available in the Human Resources (HR) Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A degree in law.

Prior Work Experience: Three years of experience in exposure to legal practices with NGO, GON or law firm.

Language: Level IV in French, Level III in English

Knowledge: Understanding of the Nigerien criminal justice process and familiarity with Nigerien courts, law enforcement and prosecution services is required.

Skills & Abilities: Strong communications skills, service-oriented attitude, excellent interpersonal skills, and poise are required. Strong writing skills in French and English are required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, budget constraints and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall summary rating of “Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMS who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed Not-Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non sensitive security clearance.

TO APPLY

Interested Candidates should submit the following:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174); <http://Niamey.USEmbassy.gov> or a current resume or curriculum vitae that provides the same information as an DS-174; plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. A copy of U.S. high school diploma or host country equivalent.
4. Certificat de Travail for two years of work experience.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy Niamey, Niger
Attention: Regional Human Resources Officer

POINT OF CONTACT

Regional Human Resources Officer (RHRO)
Telephone: (227) 20-72-26-62/63, Ext. 4347 or 4015

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: May 6, 2013 at 17:30

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.